



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 16-038

POSTED: March 10, 2016

DEADLINE: March 24, 2016

JOB TITLE: Training & Development Specialist 1

JOB CODE: GSP120

PAYGRADE: G

POSITION NUMBERS: 00123897 & 00123895

LOCATION: Georgia Crime Information Center (GCIC)
Plans and Program Development

SALARY: \$29,973.63/yr.

DUTIES AND RESPONSIBILITIES

The Georgia Crime Information Center (GCIC) delivers training and support for criminal and non-criminal justice agencies in the use of GCIC programs and both state and federal rules and regulations governing criminal justice information. This position is within the Training Unit. The incumbent under supervision, learns to assess, plan and/or coordinate training sessions for an agency and trainers, performs end to-end learning and development and evaluates training and learning outcomes in relation to functional and/or technical training activities.

MINIMUM QUALIFICATIONS

Completion of 90 quarter hours/60 semester hours from an accredited college/university **AND** Two (2) years of teaching/training experience in a classroom setting.

OR

Bachelor's degree from an accredited college/university **AND** One year of teaching/training experience in a classroom setting.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants that possess one or more of the following:

- Experience in the creation of lesson plans and power point presentations
- Operate in a trainer coordinator capacity (publishing training opportunities through training calendars, bulletins, posters, and other media vices)
- Creativity in developing, formatting and designing training and/or presentations
- Utilizing presentation applications (PowerPoint, Articulate, etc....)

- Develops classroom-based and/or distance learning training courses within an on-line environment using Microsoft products or third-party vendor
- Experience in training and development
- Experience with the application of adult learning in a classroom or eLearning environment
- Working knowledge of Microsoft Office

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA

**TO: Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered if the work history and job information on the application are not filled in or that have "see attached" in lieu of completing the aforementioned sections on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER